

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#) [Support](#)
[SIGN IN OR CREATE AN ACCOUNT](#)

Keyword:

Keywords, Job Title, Control #, Agency

Location:

City, State, ZIP Code, or Country

Search

[Advanced Search >](#)[< Back to Results](#)[Dock](#)
[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)
Job Title: **Supervisory Budget Analyst (Budget Officer), GS-0560-14**Agency: **Environmental Protection Agency**Job Announcement Number: **LV-R9-MP-2015-0037****SALARY RANGE:**

\$116,768.00 to \$151,799.00 / Per Year

OPEN PERIOD:

Monday, August 24, 2015 to Friday, September 4, 2015

SERIES & GRADE:

GS-0560-14

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

14

DUTY LOCATIONS:

1 vacancy in the following location:

San Francisco, CA [View Map](#)**WHO MAY APPLY:**

Current federal employees with competitive status; reinstatement eligible; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.

-Veterans who are preference eligible or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.

-Applicants eligible for non-competitive appointment.

-Public Health Service Officers.

SECURITY CLEARANCE:

Not Applicable

SUPERVISORY STATUS:

Yes

JOB SUMMARY:[About the Agency](#)

This position is located in Region 9, Management & Technical Services Division, Financial Resources Branch, San Francisco, CA.

For more information on this office, visit their website: <http://www.epa.gov/aboutepa/region9.html>

One or more positions may be filled.

****NOTE:** This Division is in the process of an a re-organization in which the offices may be re-named.**

TRAVEL REQUIRED

- Occasional Travel
- Occasional overnight travel 1 -5 days per month.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- Position has portable work and the selectee may be eligible to telework.
- You must submit resume and required documents(See How to Apply)
- You may be required to occasionally travel 1 to 5 days per month.

DUTIES:[Back to top](#)Go to section of this Job: [▼](#)[Apply Online](#)[Print Preview](#)[Save Job](#)[Share Job](#)[Agency Contact Info](#)

Job Announcement Number:
LV-R9-MP-2015-0037

Control Number: 413801700

You will:

Plan, direct and monitor the overall workload of the Budget Office, by supervising its staff; directing operations; hiring; and assigning, reviewing and approving work.

Plan, direct and monitor the development of Region 9's internal resources operation plan such as determining specific account number assignment by individual, program/project, and organization in order to ensure proper allocated Full Time Employee (FTE) reflect actual work assignment.

Plan, direct and monitor FTE and dollar budget utilization at all levels of the organization in order to ensure that resources are managed in accordance with budget and work year ceiling restrictions.

Plan, organize, conduct and evaluate special, complex diversified management studies in the financial, administrative and resources areas.

QUALIFICATIONS REQUIRED:

[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below: To qualify for the GS-14 level, you need to have at least one year of full time experience at the GS-13 level defined as experience with the Federal budget process, policies, procedures and regulations; and experience developing annual budget plans and utilizing information for program needs or requirements.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Ability to complete assignments under tight deadlines; keep work current on numerous projects at the same time switch assignment suddenly as work priorities change.

Skilled in interpersonal relationships and persuasiveness.

Ability to communicate both in writing and orally effectively.

Detailed knowledge of the principles and objective of government budget administration.

Skilled in analytic in operating programs, budgetary work, controls of employment through full-time equivalent and end of year ceiling allocations etc.

Expert knowledge of professional and statistical accounting, budget, economic principles and techniques, resource management tracking concepts and principles and theories of planning and evaluation techniques.

Knowledge of EPA budget processes and systems, including management staff-year allocations; control of employment through full-time equivalent and end of year ceiling allocation, etc.

Ability to prepare staffing and financial instructions, briefing materials, financial analyses and reports.

Skilled in providing comprehensive and authoritative interpretation of agency resources policies, regulations, and basic operating guidelines, including general program direction, objectives and priorities.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

If you are selected, you must complete (or have already completed) a 1-year supervisory or managerial probationary period.

Upon acceptance of an initial appointment to a supervisory or managerial position with the EPA, you agree to complete all elements of the EPA Successful Leaders Program. This development program is designed to enhance leadership skills and abilities and meet the Agency's goal of providing new leaders with the skills and tools you need to be successful.

This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:

[Back to top](#)

You can review our benefits at:

<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59349>

OTHER INFORMATION:

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

This position is not in the bargaining unit.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

[Back to top](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire.

To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line

--Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--Responses to the on-line assessment questionnaire.

--Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

--Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site:

<http://www.opm.gov/employ/students/fedhire.asp#authorities>

If you want to know more about submitting documentation to our office, visit EPA's web site:

http://epa.gov/ohr/ezhire/vacancy_requirements.htm

AGENCY CONTACT INFO:

Deborah Lafayette

Phone: 702-798-2401

Fax: 702-798-2416

Email: TeamVegas@epa.gov

Agency Information:

Environmental Protection Agency

US Environmental Protection

Agency

Human Resources Management

Division

4220 S. Maryland Parkway

Las Vegas, NV

89119

US

Fax: 702-798-2416

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

[Back to top](#)

[< Back to Results](#)

[EEO Policy Statement](#)

| [Reasonable Accommodation Policy Statement](#)

| [Veterans Information](#)

| [Legal and Regulatory Guidance](#)

[Site Map](#)

[Privacy Act and Public Burden Information](#)

[FOIA](#)

[About Us](#)

[USA.gov](#)

This is a United States [Office of Personnel Management](#) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.